

BY-LAWS, RULES, AND REGULATIONS
OF THE
NEW ENGLAND INSTITUTION
FOR THE
EDUCATION OF THE BLIND.

INCORPORATED 1829.

NOW KNOWN AS THE
PERKINS INSTITUTION FOR THE BLIND.

THIRD EDITION.

BOSTON:
ALBERT J. WRIGHT, PRINTER,
79 MILK STREET (CORNER OF FEDERAL).
1876.

BY-LAWS, RULES, AND REGULATIONS
OF THE
NEW ENGLAND INSTITUTION
FOR THE
EDUCATION OF THE BLIND.

INCORPORATED 1829.

NOW KNOWN AS THE
PERKINS INSTITUTION FOR THE BLIND.

THIRD EDITION.

BOSTON:
ALBERT J. WRIGHT, PRINTER,
79 MILK STREET (CORNER OF FEDERAL).
1876.

Commonwealth of Massachusetts.

In the Year of Our Lord One Thousand Eight Hundred and Twenty-nine.

AN ACT

TO INCORPORATE THE NEW ENGLAND ASYLUM FOR THE BLIND.*

SECT. 1. *Be it enacted by the Senate and House of Representatives, in General Court assembled, and by the authority of the same,* That Jonathan Phillips, William Prescott, Isaac Parker, William B. Calhoun, Israel Thorndike, Jr., Thomas H. Perkins, William Sullivan, William Parsons, Robert Rantoul, Theodore Sedgwick, Stephen C. Phillips, Richard D. Tucker, John Welles, Samuel T. Armstrong, Thomas Kendall, John Tappan, William Appleton, Samuel A. Eliot, Stephen White, James Savage, Amos Lawrence, Abbott Lawrence, Josiah J. Fiske, George Bond, Edward Brooks, William Thorndike, John Homans, James C. Merrill, Franklin Dexter, John C. Gray, William H. Prescott, Bradford Sumner, Benjamin S. Pickman, John D. Fisher, Isaac L. Hedge, William P. Mason, John Lowell, Jr., Charles M. Owen, Thomas A. Greene, together with such other persons as may be admitted members of the corporation hereinafter created, according to the by-laws thereof, be, and they hereby are, incorporated by the name of the New England Asylum for the Blind, for the purpose of educating blind persons.

SECT. 2. *Be it further enacted,* That the said corporation may take, receive and hold, purchase and possess, any grants and devises of lands and tenements, in fee simple, or otherwise, and any donations, bequests, and subscriptions of money, or other property, to be used for the erection, support, and maintenance of an asylum for blind persons: *provided*, that the income of said corporation, from its real and personal estates together, shall not, at any time, exceed the sum of thirty thousand dollars.

* The name was changed to that of the New England Institution for the Education of the Blind.

SECT. 3. *Be it further enacted*, That the legislature of this Commonwealth, or any committee or officer duly appointed by them for that purpose, may, from time to time, send to the said asylum, for maintenance and education, such blind persons as they may think proper, which persons so sent shall be admitted to all the privileges, and be subject to all the rules and regulations, of the said asylum: *provided*, that the whole number of blind persons so maintained and educated at said asylum, under the authority of the legislature of this Commonwealth, shall at no one time exceed thirty.

SECT. 4. *Be it further enacted*, That the said asylum shall be under the direction and management of twelve trustees, who shall be chosen annually, and shall remain in office until others are chosen and qualified in their stead; four of which trustees shall be chosen by the board of visitors hereinafter mentioned, and the remaining eight by the corporation aforesaid.

SECT. 5. *Be it further enacted*, That the said corporation may, at their first or any subsequent meeting, choose all necessary and convenient officers, who shall have such powers and authorities as the said corporation may think proper to prescribe and grant to them, and shall be elected in such manner and for such periods of time as the by-laws of said corporation may direct. And the said corporation may make and establish such by-laws and regulations for the internal government and economy of said asylum, as they may think proper, provided the same are not repugnant to the laws and Constitution of this Commonwealth.

SECT. 6. *Be it further enacted*, That the governor and lieutenant-governor, the president of the Senate, and speaker of the House of Representatives, with the chaplains of the legislature, for the time being, be, and they hereby are, made and constituted a board of visitors of the said asylum, with authority to visit the same semi-annually, and as much oftener as they may think proper, in order to inspect the establishment, and to examine the by-laws and regulations enacted by said corporation, and generally to see that the object of the said institution is carried into effect.

SECT. 7. *Be it further enacted*, That there shall be paid out of the treasury of this Commonwealth, to the said corporation, for the maintenance and education of each blind person sent to the said asylum under the authority of the legislature, the same compensation as, by the by-laws of said corporation, may be demanded and is actually received for the maintenance and education of such other blind persons as are at that time residing in said asylum. And the governor of this Commonwealth, for the time being, is hereby authorized, by and with the advice of the council, from time to time to draw his warrant on the treasurer for such sums of money as

shall appear, from a certificate under the hands of the four trustees appointed by the board of visitors as aforesaid, to be the true amount then due to the said corporation from the Commonwealth, for the maintenance and education of such persons.*

SECT. 8. *Be it further enacted*, That it shall be lawful for the said corporation, at any general meeting of the members thereof, to alter and change the name of said corporation, and to substitute therefor such other name as they may deem expedient. And upon such change, so as aforesaid made, the said corporation shall have, hold, and enjoy all the powers and privileges given by this act, notwithstanding such alteration and change of name.

SECT. 9. *Be it further enacted*, That Jonathan Phillips is hereby authorized to call the first meeting of said corporation, by causing a notification thereof to be published three weeks successively in any three of the newspapers printed in the city of Boston.

* By a subsequent Act the sum of \$30,000 per annum is appropriated by the State towards the support of the Institution.

BY-LAWS.

ARTICLE I.

The Corporation shall be composed of the persons named in "An Act to incorporate the New England Asylum for the Blind"; of such persons as may be at any legal meeting elected members by ballot; of such persons as have been at any time appointed members in behalf of the State; and also of all such persons as shall pay the sum of twenty-five dollars or upwards.

ARTICLE II.

There shall be an annual meeting of the Corporation on the first Wednesday of October* in every year, for the purpose of electing officers of the Institution, at which meeting the following officers shall be chosen by ballot, namely: A President, a Vice-President, eight Trustees, a Treasurer, and a Secretary, to serve until the next annual meeting, and until others are chosen and qualified in their stead: provided, however, that if, from any cause, the officers should not be elected at the annual meeting, they may be elected, or any vacancy filled, at any other meeting regularly notified for the purpose.

ARTICLE III.

Notice of the annual meeting shall be given, by the Secretary, in one or more of the newspapers printed in Boston, at least seven days previous to the day of meeting.

ARTICLE IV.

The President, or, in his absence, the Vice-President, shall preside at all meetings of the Corporation.

ARTICLE V.

The Secretary shall call a special meeting of the Corporation on the requisition of the Board of Trustees, or of any ten members of the Corporation,—notice being given as for the annual meeting.

ARTICLE VI.

It shall be the duty of the Board of Trustees to meet at least as often as once every three months. Three shall form a quorum for ordinary business; but a majority of the whole shall be required for a quorum at any meeting to act upon the transfer of real estate. They shall have power to take any measures which they may deem expedient for encouraging subscriptions, donations, and bequests to the Corporation; to take charge of all the interests and concerns of the Institution; to enter into and bind the Corporation by such compacts and engagements as they may deem advantageous; to appoint a Director who shall have the general supervision of the Institution, and, through him, all necessary officers and assistants, with such compensation as they may deem proper; also a Medical Inspector, with an appropriate salary; to make such rules and regulations for their own government and that of the establishment, and not inconsistent with these By-Laws, as may to them appear reasonable and proper, subject, however, to be altered or annulled by the Corporation. They shall cause a fair record to be kept of all their doings, which shall be laid before the Corporation at every meeting thereof; and at every annual meeting they shall make a report in writing on the Treasurer's accounts, and on the general state of the Institution; comprising a statement of the number of persons received into and discharged from the same, the employment of the pupils, and an inventory of all the real and personal estate of the Corporation.

ARTICLE VII.

It shall be the duty of the Secretary to notify and attend all meetings of the Corporation, and to keep a fair record of their doings. It shall, moreover, be his duty to furnish the Treasurer a copy of all votes of the Corporation or of the Trustees, respecting the payment of moneys by him.

ARTICLE VIII.

It shall be the duty of the Treasurer to receive and have the custody of all moneys and securities belonging to the Corporation,

which he shall keep and manage, under the direction of the Trustees. He shall pay no moneys but by their order, or the order of their committee, duly authorized. His books shall be open to the inspection of the Trustees. He shall make up his account to the first day of October, in each year, together with an inventory of all the real and personal estate, and of the debts due to and from the Corporation; and he shall give such bonds for the faithful discharge of his duties, as the Trustees shall, from time to time, require.

ARTICLE IX.

These By-Laws may be altered at any meeting of the Corporation: *provided*, that public notice of an intended change is given one week previous to such meeting, and that two-thirds of the members present approve the alteration.

RULES AND REGULATIONS OF THE TRUSTEES.

A meeting of the Trustees shall be held quarterly.
The presence of three members shall constitute a quorum.

STANDING COMMITTEES.

Some one of the Trustees shall visit the Institution as often as twice in each month, in the capacity of Visiting Committee.

This Committee may examine the state of the Institution; the progress, etc., of the pupils; and receive and examine any reports of the Director.

This Committee may report on the state and condition of the Institution at any quarterly meeting of the Trustees.

In addition to the Visiting Committee, there shall be annually appointed by the Board of Trustees the four following Committees:—

1. A Committee on Education, who shall have in charge the care of the musical instruments belonging to the Institution; the purchase of all books, maps and apparatus; the overseeing of the course of study; the printing of all books published by the Institution; and the general care and oversight of all matters relating to the course of instruction pursued in the establishment.

2. A House Committee, who shall have the care of all repairs, grounds, heating, furniture, and laundry; oversight of housekeeper's department and workshop, and charge in general of the store in the city.

3. A Committee on Finance, who shall have charge of any extraordinary expenses; of making investments; renting the spare room in the city; making applications to legislature, etc.

4. A Committee on Health, who, with the advice of the Medical Inspector and Director, shall regulate drainage, bathing, diet, exercise, and all matters pertaining to the general health of the pupils; and shall determine the quantity and kinds of exercise to be taken in the gymnasium.

AUDITORS OF ACCOUNTS.

Two of the Trustees shall be appointed annually as Auditors of Accounts, and the Treasurer shall pay no money except upon their order.

DIRECTOR.

The Director shall appoint all Teachers and Assistants, subject to the approval of the Committee on Education.

It shall be the duty of the Director to be in daily attendance at the Institution; he shall direct the course of studies to be pursued in the school, with the consent of the Committee on Education; the work to be done in the shop, etc.

He shall cause an account to be kept of the articles made, and of the sale of the same.

He shall lay before the Trustees, at each quarterly meeting, a report of the state of the Institution, and such account to the Visiting Committee as may be required, and shall act as Secretary at the meetings of the Trustees.

He shall cause an account current of the sales and expenditures of the workshop and *salesroom* to be kept, and shall submit the same to the Trustees or Visiting Committee whenever required.

He shall direct a quarterly examination of the pupils, at which any of the Trustees may be present.

He shall prepare the Annual Report of the Institution, to be presented to the Committee on Education for revision, previous to being laid before the Trustees to act thereon.

The teachers, assistants, workmen, and pupils shall be under the immediate direction of the Director; and no orders shall be given to them except through him.

MEDICAL INSPECTOR.

It shall be the duty of the Medical Inspector to visit the Institution at least twice in each week, and to keep a careful supervision of the health of the pupils, their diet, cleanliness, and the general hygienic condition of the buildings and grounds.

ADMISSION OF BENEFICIARIES.

Candidates for admission must be over eight, and under fourteen years of age, and none others shall be admitted except in special cases.

They should produce certificates of incurable blindness from some respectable physician of regular standing. They must be free from any epileptic or contagious disorder, and from any physical affliction that would render them unfit inmates with others.

Beneficiaries should produce a certificate from the selectmen or the overseers of the poor of their town, stating that their parents and immediate relatives are unable to defray the expenses of their education.

They must produce satisfactory evidence of good moral character whenever it is required.

They must be provided with a sufficient stock of decent and comfortable clothing.

The clothing must be renewed by the parents or guardian from time to time as may be necessary; anything more than common mending will not be done at the expense of the Institution.

All the articles of clothing must be marked with the name of the owner, *at full length*.

ADMISSION OF PUPILS NOT BENEFICIARIES.

Any blind persons of proper age and qualifications may be admitted to the Institution, at the discretion of the Director and of the Committee on Education. They shall pay at least twenty-five dollars per month, one quarter in advance, or give sufficient security therefor.

This sum will cover all the expenses of board and ordinary tuition.

INSTRUCTION.

The pupils will be taught reading, writing, arithmetic, algebra, geography, history, physiology, and such other subjects as are taught in the best common schools; beside vocal and instrumental music.

They will be required to observe strictly all the rules and regulations of the Institution.

No one can absent himself from the Institution without the permission of the Director; nor from the school-room, without his consent, or that of the instructor.

The hours for work, for study, and for recreation being established by rule, each pupil will be expected to conform strictly to them.

All will be expected to attend Divine service on the Sabbath; but each may select his own place of worship,—provided he furnishes himself with a guide.

The Rules and Regulations of the Trustees may be altered by the Trustees at any regular meeting of the Board, provided that notice has been given of the proposed change at the preceding regular meeting, and provided that every member not present at such preceding meeting shall have written notice of the same.

